Launch email

Send on launch day

**We recommend you copy the content below into your internal communication template.**

Subject

Zoom Meetings is here. Let’s get started.

The **Zoom Meetings app** should already be installed on your computer (if you can’t see it, type **Zoom** into your search bar). If you do not think it has been installed, please contact **<contact detail>**.

**Complete the following actions:**

* **Activate your account** by following the instructions in your activation email from **BT/Zoom**.
* **Sign in** with your username and password.
* **Install the mobile app,** once installed it’s simple to clickto ‘Join’ or ‘Start’ a meeting from your mobile.

**Now get started with Zoom Meetings**

**Zoom Meetings** enables you to do everything you need from one platform including team collaboration, managing your meetings, chat, file share, calls and much more.

***OR***

**Zoom Meetings** combines audio, web and video to let you collaborate on your computer, mobile device and video system in real-time. Scheduling and joining a meeting are simple through a web browser or the app.

**Training and support**

To help you get started and continue to use the service, please visit the [BT Adoption Hub](https://business.bt.com/user-adoption/zoom/meetings). You will find quick start guides, training videos, top tips and more.

If you have any questions, please contact **<name>**.

Please look out for emails with **Zoom Meetings** in the title for further information. Thank you in advance for using this new meeting service.

Kind regards  
**Internal Endorser**

***~insert name of internal endorser~***

Making calls just got easier. Voice Calling with Microsoft Teams now has an enhanced phone capability that is live and ready to use. This makes Voice Calling with Microsoft Teams your single app for collaboration, chat and calling.

**To start using Voice Calling with Microsoft Teams follow these steps.**

1. **Find your number** which is shown above the dial pad in Voice Calling with Microsoft Teams.
2. **Learn about how our new phone capability works** by visiting the [BT Support Centre](https://www.globalservices.bt.com/en/my-account/support/collaboration/microsoft-teams-with-bt-calling) which includes quick start guides, training videos, top tips and more.
3. **Start making and receiving** all your internal and external phone calls within Voice Calling with Microsoft Teams.
4. **Download the** app to your mobile. Simply go to your app store and search for Voice Calling with Microsoft Teams and download the app.
5. **Update your email signature and everywhere your old number is promoted** with your new Voice Calling with Microsoft Teams number. **<remove if N/A>**

If you have any questions, please contact **<service name>**.

Please look out for emails with Voice Calling with Microsoft Teams in the title for further information.

Thank you in advance for using this new technology.

Kind regards  
**Internal Endorser**

Thank you,

Internal Endorser Kind regards  
**Internal Endorser**

**Your Meetings in Zoom App is now LIVE!**

Content